

# YAMHILL COUNTY ACTION PARTNERSHIP

## Meeting of Board of Directors

October 25, 2011

### Minutes

**Members Present:** Kathy George, William Boardman, Bernt "Al" Hansen, Gwen Jernstedt, Chris Mercier, Joyce Robinson, and Ann Scott

**Members Absent:** David Case, Mark Davis, and Paul Timmer

**Call to Order:** Chair, Kathy George, called the meeting to order at 3:00 PM. Executive Director, Lee Means, introduced the two prospective Board members, Tamara (Tami) Witt from Dayton, Business Manager of St. James Catholic Church who will represent the Government sector, and Seamus McCarthy, Clinic Manager of Virginia Garcia Memorial Health Center of McMinnville, who will represent the Low-Income sector.

### Consent Agenda:

### Board Minutes:

**Motion:** Gwen Jernstedt moved to approve the Board minutes of September 27, 2011. Joyce Robinson gave the second. The motion carried.

### Financials:

**September 2011 Financials:** Financial Director, Tammy Erb, gave the financial report. She stated that the financial error recently discovered in the reconciliation process amounts to \$60,000 and will be balanced out by tightening up the Youth Outreach Program as well as the use of other funds. There will also a deficit in housing and shelters. Lee Means explained that there was no funding for shelters last year but the Board voted to continue shelters as they are so needed. When the reconciliation is done it is hoped that things will even out. Tammy stated that she feels we are in a good place and that next month will be solid. Because of the move to the new facility, the audit will now be completed the end of January 2012. The audit will show a deficit because of unsold BETC funds.

**Transit:** Lee Means shared that the transit cuts are for 18% rather than the projected 25%. Two staff has been laid off with the possibility of having a third staff person go to part time. Split shifts are now being used for Dial-a-Ride in order to cover the times of heavier need. The cuts from Transit will affect the Admin dollars.

### Action Items:

### Approval of Nominees for Board of Directors:

**Motion:** Gwen Jernstedt moved to approve the candidates, Tamara (Tami) Witt and Seamus McCarthy, as members of YCAP's Board of Directors. Bernt "Al" Hansen gave the second. The motion was unanimously approved. The Board expressed their thanks to the new members for their willingness to serve others in this way.

**Approval of Executive Director as Chief Executive Officer:** Lee Means explained that there needs to be Board records stating that she has been hired by YCAP as the Executive Director and in her role as Chief Executive Officer she is approved to sign legal documents for YCAP.

**Motion:** Gwen Jernstedt made a motion to state in the YCAP Board Minutes that Lee Means, hired as YCAP's Executive Director is the Chief Executive Officer and as such is approved to sign legal documents for the Yamhill County Action Partnership organization. Both the Executive Director and a Board Officer shall sign documents involving the buying or selling of property or financial commitments of over \$25,000. This also incorporates the approval of past Executive Director commitments made by the Executive Director on behalf of YCAP. William Boardman gave the second. The motion carried.

**Reports:**

**Management:** Lee Means gave the Board an update on the progress of the building and suggested that the Board dismiss early in order to have a personal tour. The public open house is scheduled for November 8<sup>th</sup> from 5 to 7 PM and Lee would like to have the Board members there to help host the visitors.

**Adjourn:** Kathy George adjourned the meeting at 4:30 PM.

Respectfully,

Ann Scott  
YCAP Board Secretary